

# **Workforce Investment Act Job Training Automation System Cash Request Handbook**

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And  
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January 2005

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## **Workforce Investment Act Job Training Automation System Cash Request Handbook**

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## INTRODUCTION

The purpose of the *Cash Request Handbook* is to provide guidance to any subrecipient of Workforce Investment Act (WIA) funding who needs to request cash to pay for expenditures incurred against their contracts. There are two ways for subrecipients to request cash; either electronically through the Job Training Automation (JTA) system or manually (by fax or mail) if JTA is not available.

Throughout this manual, there are various samples of menu screens that show how the JTA might appear. These are only samples and do not reflect current information.

This handbook contains appendixes that are the necessary forms required and information needed to use the function keys in the JTA system. Please refer to the appendixes as needed. Also within this handbook, a [Table of Contents](#) link has been provided so users can access each section/appendix quicker. The link is at the top of each page.

Hereafter, all references made to Local Workforce Investment Areas (LWIA) and subgrantees will be referred to as subrecipients.

If you have questions regarding **EXPENDITURES**, please contact the Financial Management Unit (FMU) at (916) 657-3545.

## INFORMATION REQUEST FORM (IRF):

All subrecipients MUST complete the IRF, (refer to [Appendix 2](#),) even if they have not obtained the necessary JTA software. The IRF provides the Department's Fiscal Programs Division (FPD) with information relative to authorized personnel for a subrecipient along with banking and fund disbursement instructions. The information provided on an IRF MUST be reviewed annually and a new form submitted to the FPD each July 1. The form needs to be submitted by each subrecipient even if there are no changes. Failure to do so may result in the denial of a cash request.

A subrecipient that wants to authorize more than three persons must attach a sheet of paper containing the additional information and signatures, along with the organizational name. Entities wishing to authorize more than ten persons should contact the JTA Cash Help Desk directly at (916) 654-7868, refer to [Appendix 1](#). The authorizing representative responsible for the "Cash Request Security Password" is usually the Management Information Systems administrator. However, anyone within the organization can be given the responsibility if they are deemed appropriate.

When a subrecipient wants a new or existing user within their entity to ONLY have access to the "cash" in the JTA system, the subrecipient must prepare and submit an IRF with original signatures. When filling out an IRF, subrecipients must specify which personnel are to have access only to cash screens, which personnel are to have access only to expenditure screens, or which personnel can have access to both cash and expenditure screens.

Once a subrecipient has submitted the IRF to FPD, FPD will provide a password for access for cash requests only AND will notify the JTA Unit to assign a JTA logon ID and a JTA password to each individual authorized to access the JTA system. Authorized users are not to share logon's and passwords with other individuals. When submitting an IRF, subrecipients should always include the names of more than one person for ordering cash or reporting expenditures. By doing so, if the person responsible for ordering cash or reporting expenditures leaves an organization, is on vacation, or sick, the organization has someone authorized to back-up the function. If an individual has left/transferred and had access to JTA, it is the responsibility of the subrecipient to ensure the name of the person leaving the organization has been deleted.

Mail the completed and signed IRF to the address located on the form. If immediate action is needed, fax the IRF to the Cash Control Unit at (916) 654-7537, however, the original IRF must be mailed that same day. If required, submit the IRF to your Project Manager (PM) or Regional Advisor (RA) first before faxing to the Cash Control Unit. Once received, the information from the IRF is submitted to the California Health and Human Services Agency Data Center (HHSDC) to grant the requesting individual(s) access to the system. Subrecipients are notified when access is granted and the individual(s) login ID is established.

## ACCESSING THE JTA:

The JTA system requires more than one logon identification code, such as an RLD (Remote Local Dial-up) logon, JTA logon and passwords (depending on type of access given) in order to navigate throughout the system. See the JTA Management Information System (MIS) Manual, Information Bulletin [WIAB04-93](#) for additional information.

When an IRF (described above) is received in FPD, the name of any new user is added to the State's side of the JTA system. This process sometimes takes several days, as the access must be established through a consolidated data center as well as in the Workforce Investment Division's database. Subrecipients are notified when access is granted and the individual(s) login ID is established.

## LOGGING INTO JTA FOR CASH AND/OR EXPENDITURE SCREENS:

When logging into JTA for the first time, the user will see the following:

```
telnet (f10c01)
```

### WARNING

Any person who, without authorization, accesses or attempts to access, or who tampers, interferes or damages any computer network, computer system, computer program or software or computer data maintained by the Health & Welfare Agency Data Center, is subject to civil and/or criminal prosecution under all applicable state and federal laws.

```
login:
```

If unable to access this screen, contact the JTA Help Desk at (916) 653-0202.

1. Enter the login ID provided by FPD (using lowercase) and press <enter>.
2. For first time users, the JTA logon ID should be used as the password to enter into the JTA system.
3. Press <enter> again, the JTA system will prompt the user to change the password. At this point, the user should enter a new personal password, then enter it a second time for confirmation. This password should consist of 5-8 letters and numbers with an upper and/or lowercase combination. This password NEVER expires. After the third failed attempt to login, either on the initial access by a new user or on subsequent occasions, the system will lock the user out and the system password will have to be reset; please contact the JTA Help Desk at (916) 653-0202.

**ESTABLISHING A CASH ID/SECURITY PASSWORD:**

Cash is requested using the Enter Cash Request Information *ECRI* screen. A cash ID/security password must be created to have access to this screen. Only the user identified on the IRF form for Item #1, can establish a cash security password, refer to [Appendix 2](#). However, there will be only one password to be shared by all persons authorized within an entity. The cash security password is established on the Enter New Password *EPWD* screen. After logging into the JTA system, if unable to access the *EPWD* screen, call FPD's Cash Help Desk at (916) 654-7868.

Once logged into JTA, the main menu will be displayed (as shown below). Follow the next 10 steps to successfully enter a new password:

1. Select "*MFO - Fiscal Oversight*" from the menu using the arrow keys on the keyboard, press <Enter> or by typing the mnemonic *MFO*. When using the mnemonic, a box will appear at the bottom of the application screen. Press the <Enter> key to accept. This will provide direct access into the *MFO* screen.

|         |                                 |
|---------|---------------------------------|
| JMM     | Main Menu                       |
| 1. MFO  | Fiscal Oversight                |
| 2. MWIA | Workforce Investment Act        |
| 3. EXPD | Enter WIA Expenditures          |
| 4. PXPD | Print WIA Expenditures          |
| 5. PWES | Print Expenditure Report Status |

2. At the Fiscal Oversight Menu, select "*MCM - Cash Management*," press <Enter> to gain access to the submenu.

|        |                       |
|--------|-----------------------|
| MFO    | Fiscal Oversight      |
| 1. MCM | Cash Management       |
| 2. MER | Expenditure Reporting |

3. At the Cash Management Menu Select “EPWD - Enter New Password,” press <Enter>.

|         |                                |
|---------|--------------------------------|
| MCM     | Cash Management                |
| 1. ECRI | Enter Cash Request Information |
| 2. EPWD | Enter New Password             |
| 3. PSCR | Print Summary of Cash Requests |

4. At the Enter New Password Update Screen enter the Subgrantee Code and Subgrantee Name connected to the login ID. For new users, the system will prompt the user to enter a new password. For users already established and who want to re-set their password, the field "Old Password" will be highlighted.

|                     |                                  |
|---------------------|----------------------------------|
| EPWD                | Update                           |
| Enter New Password  |                                  |
| Subgrantee Code XXX | Subgrantee Name XXXXXXXXXXXXXXXX |
| Old Password:       | Old Password                     |
| New Password        | Enter New Password               |

5. Enter the "Old Password" originally established. If the password is forgotten, the user must contact the Cash Help Desk to have it reset. The Cash Help Desk does not reset JTA logon passwords; you must contact the JTA Automation Support Unit.
6. Tab to "New Password" (if the system does not take you there automatically).
7. Enter a New Password of your choice up to eight characters, using alpha and/or numeric with lower and/or upper case combinations. This password is case sensitive. No special characters (&, \*, /, etc.) are to be included.
8. Press <F5> to "file" and update the record. The message Record/Added Updated will appear at the bottom of the screen (scroll down if necessary) if the new password has been accepted.
9. To exit without filing, press <F2> (this will NOT update when exiting). A message will appear at the bottom of the screen asking if you want to clear the screen. The default is "Yes"; if okay, press <Enter>.
10. Press the <F3> Key to return to the MCM menu.

NOTE: Refer to [Appendix 6](#), Function Key Chart, for further descriptions of the function keys.

**WARNING:** Personnel who monitor a subrecipient's cash password must inform the individual(s) who process cash requests of any changes made to the password.

## PROBLEMS ACCESSING JTA:

If unable to access the JTA system and cash is needed, users can complete a Manual JTA Cash Request Form, refer to [Appendix 5](#), and fax it directly to the Cash Control Unit for those entities without benchmarks before 1:30 p.m., refer to the "manual process" in this handbook. Those entities who are required to meet benchmarks, please refer to "benchmark approval" in this handbook. Instructions on completing the Manual JTA Cash Request Form are provided in [Appendix 4](#).

If problems accessing the JTA system continue, please contact the JTA Automation Help Desk at (916) 653-0202.

## REQUESTING CASH ELECTRONICALLY (ON-LINE):

1. From the Main Menu, or "MCM - Cash Management" Screen, arrow to *ECRI* and press <Enter> to open the *ECRI* application.

|     |  |
|-----|--|
| MCM | Cash Management                        |
| 1.  | ECRI    Enter Cash Request Information |
| 2.  | EPWD    Enter New Password             |
| 3.  | PSCR    Print Summary of Cash Requests |

2. Once in the *ECRI* Screen, a message prompt will appear in the middle of the screen to "Enter Password or <F3> to exit."

|                |             |
|----------------|-------------|
| Enter Password | [xxxxxxxxx] |
| (<F3> to exit) |             |



This additional level of security is to request cash. The correct cash password must be entered in order to begin the cash request process. Entering a wrong password will prompt the message “Incorrect Password” to appear at the bottom of the screen. If this message appears, enter the cash password again. Should additional attempts cause the “*Incorrect Password*” message to appear on the screen, please contact the Cash Help Desk at (916) 654-7868 for assistance.

- After the cash password has been entered, the *ECRI* Screen will appear. Enter all pertinent information using the <Tab> key to move from field to field and press the <F5> key to file the information once completed. Each field description is listed below:

| ECRI                 |                          | Enter Cash Request Information |              |                     |  |  |
|----------------------|--------------------------|--------------------------------|--------------|---------------------|--|--|
| Subgrantee Code:     |                          |                                |              |                     |  |  |
| Cash Request Person: |                          |                                |              |                     |  |  |
| YOA:                 |                          | Grant Code:                    |              |                     |  |  |
| Subgrant No.         |                          | Request No.                    |              | Delivery Date: / /  |  |  |
| -----                |                          |                                |              |                     |  |  |
| Subgrant             |                          | 0 of 0                         |              |                     |  |  |
| YOA                  | Subgrant No.             | Request No.                    |              | Last Req. Date / /  |  |  |
| Grant Code           | Beginning Cash Requested | Cash Disbursed                 | Cash Request | Ending Cash Request |  |  |
| Request Total        | \$ 0.00                  | \$ 0.00                        | \$ 0.00      | \$ 0.00             |  |  |

### ENTER CASH REQUEST INFORMATION (ECRI) FIELD DEFINITIONS:

NOTE: When in doubt about what to enter in an individual field, use the <F1> key to review and select your choice. The drop down box will provide the user with immediate information, will save time in doing manual file searches, and prevent delays due to the entry of wrong data.

- Subgrantee Code – Automatically generated with the three-letter alpha character assigned to each subrecipient based on the login ID used to access the JTA system.
- Cash Request Person – Automatically generated based upon the login ID that was entered when accessing the JTA system.

- Year Of Appropriation (YOA) – Automatically generated with the current year. The user can elect to skip the YOA by pressing the space bar to delete the YOA field. If a year is entered into this field, only the subgrant fund for the selected year will be displayed. To find the YOA, refer to your Subgrant/Contract Agreement.

NOTE: If an entry is made in the YOA field, the user is limited to requesting cash from subgrants tied to that year. If the YOA is left blank, cash can be requested from all open subgrants. Leaving the YOA blank gives the user maximum flexibility to make adjustments among subgrants.

- Grant Code – Cash requested from a specific fund source, i.e. 201 for Adult, 301 for Youth, 501 for Dislocated Worker, etc. Refer to your Subgrant/Contract Agreement for your current JTA grant codes. Use the <F1> key to open the choice window to view/select the desired fund code. Otherwise, leave the field blank to request cash from more than one grant code or make adjustments among grant codes.
- Subgrant No. – To request cash from one subgrant, type the subgrant number or use the <F1> key to scroll through the subgrants. In most cases, this allows a subrecipient to request cash from various grant codes within a subgrant without starting over for each one. The main advantage, besides requesting cash for different grant codes without going through the entry steps multiple times, is that it is possible to have a negative cash request by an individual grant code and have a positive cash request by another grant code as long as the total request in a subgrant is \$0.00 or higher. The same applies to cases when you have a plus/minus entry among subgrants. Leave the GRANT CODE and SUBGRANT NO. fields blank to bring up ALL available subgrants. The JTA system will retrieve the oldest subgrant. Use the <F12> key to scroll forward and <F11> to scroll backward. You will be able to enter all requests for the day in the appropriate subgrants before filing. Again, you can make adjustments between subgrants, however the total cash request must be \$0.00 or higher. If a negative amount ONLY exists, the system will not “file” the transaction.
- Request No. – The JTA system will automatically generate the assigned request number for the next new cash request. To review a previous cash request, enter the previous request number and the information will be displayed. If a pending cash request is in the system and has not been approved, the screen will be in the UPDATE mode and may display the following message: *“Must update pending requests first: R##### (for WIA)”*. Since the last cash request has not been approved, you may take this opportunity to update the amount of cash requested.

NOTE: When going back into *ECRI* to process another entry, make sure your terminal does not show a pending request. If a pending request is shown, you will be overriding the original entry.

- Delivery Date – This is automatically generated by JTA and informs the user of when cash requested, will be deposited in the subrecipients designated bank account or mailed to the subrecipient. If you have updated a pending cash request, the delivery date will not be changed prior to 1:30pm/1330 hours of that day. Delivery dates change automatically at 2:00pm/1400 hours. Delivery dates may be altered depending on State and Federal holidays, refer to State Holiday Calendar [Appendix 7](#).

NOTE: A delivery date can be advanced, but the JTA system will not permit a delivery date to be backdated.

- Subgrant 0 of 0, YOA, Subgrant No., Request No., Last Req. Date, and Grant Code – These six fields are automatically generated by the JTA system.
- Beginning Cash Requested – This field will automatically be generated according to how much cash has been requested to date by each grant code.
- Cash Disbursed – The user must ensure that all cash has been disbursed since the last request by entering the total amount of the cash disbursed in this field. Once the field has been updated, then use the <Tab> key to move to the next field. If users do not update the *cash disbursed* field, the automated reports will indicate excess cash in the account. Cash that has NOT been disbursed in a timely manner may impede future cash requests.

NOTE: All cash disbursed for all grant codes, in all open subgrants, must be entered or the JTA system will generate an excess cash statement. Refer to the instructions under *Cash Request* for additional information. The Cash Disbursed field has no impact on expenditure reports.

- Cash Request – The Cash Request field is where cash amounts requested are entered (plus or minus) to meet expenditure needs within the next three to four days. Review all cash request entries to ensure the amounts are correct and requested from the proper fund. Users may encounter situations where cash amounts requested are deemed “excessive” by the system. When this occurs, a pop-up screen like the one below may appear and require information to be entered in the comment section before the request can be filed. In the extreme example below, the subrecipient has over \$2.7 million in the bank and shows an average daily disbursement of \$275.86. The system performs an internal calculation and alerts the requester that there is enough cash on hand at the current rate of disbursement for years to come. The user must provide a written explanation in the space provided or press <F3> to make the correction.

|  |                                     |
|--|-------------------------------------|
| WARNING: Subgrant No.                      | R078910 Title I – Dislocated Worker |
| Total Cash Deposited                       | \$ 2,806,625.69                     |
| Cash Disbursements                         | \$ 80,000.00                        |
| Cash in Bank                               | \$ 2,726,625.69                     |
| Average Daily Disbursements                | \$ 275.86                           |
| Cash Supply = 9884.1 Days                  |                                     |
| Comments required or <F3> to correct entry |                                     |

If the amount of cash requested exceeds the Obligational Authority (OA), the following message will appear at the bottom of the screen: “Cash request exceeds OA authorized. Maximum cash request = \$\$\$\$\$\$.” When this message appears, the request must be modified to an amount that does not exceed the OA.

NOTE: When making a cash request, users can enter a negative cash request for one or more funds within a subgrant or subgrants. However, the total cash request for the day must be equal to or be greater than \$0.00. If the total cash request for the day reflects a negative amount, the error message “Cash request less than \$0.00” will appear. The message “Please correct entries” will appear at the bottom of the ECRI screen. Adjustments must be made to your cash entries until the total cash request is equal to or greater than \$0.00 before the transaction can be filed.

- Excess Cash – As defined by the Department of Labor (DOL) and supported by the State; excess cash is ANY amount which has NOT been shown as disbursed within three or four working days. ***Cash requests will be denied when excess cash is reflected in the cash reports on a continual basis. If denied, the user must submit a second request through JTA on the funds originally denied.***
- Ending Cash Request – The Ending Cash Request field will automatically be filled in by the JTA system once amounts are entered into the Cash Requested field. The Ending Cash Request field will display how much cash was requested for the day, for the individual grant codes.
- Request Total – At the bottom of the screen, the Request Total will automatically be filled in by the JTA system and will display a cumulative total of amounts requested.

NOTE: This total cannot be less than zero for all open subgrants.

File the request by pressing <F5>. Once again, a message prompt will appear in the middle of the screen to “Enter Password or <F3> to exit.”

|                |              |
|----------------|--------------|
| Enter Password | [xxxxxxxxxx] |
| (<F3> to exit) |              |

If the request has actually been filed, the words Record Added/Updated will appear in the lower left corner of the screen.

## **EXITING FROM JOB TRAINING AUTOMATION JTA/ECRI:**

Once a cash request is filed and the user has no other entries, exit from JTA/ECRI. This is accomplished by pressing the <F3> exit key. For each time the <F3> key is pressed, the system will exit from the current menu to the previous menu. Continue to use the <F3> key until backed out through the menus and out of JTA. You have completely exited when you arrive back at the login prompt.

## **REQUESTING CASH – MANUAL PROCESS:**

Subrecipients that do not have on-line access to the JTA System use this process. To use the Manual Cash Request Form, refer to [Appendix 5](#) and for the instructions, refer to [Appendix 4](#). Please pay particular attention to the instructions regarding Cash Disbursed, as understating this item, may cause your request to be denied due to Excess Cash. If the subgrant has a benchmark requirement, please see section called “Cash Requests Requiring Benchmark Approval”.

The EDD urges those subrecipients who submit manual forms to complete the form in a timely manner (before 1:30 p.m.), with ALL appropriate and authorized signatures so the form can be processed on the same day a cash request is made. If on benchmarks, see below. Fax the form to the appropriate PM/RA for approval, who will then fax the approved form to the Cash Control Unit and FMU for processing.

## **CASH REQUESTS REQUIRING BENCHMARK APPROVAL:**

Subrecipients required to meet benchmarks prior to making cash requests will receive detailed instructions from their assigned PM/RA. The Manual JTA Cash Request Form must be completed and faxed to the appropriate PM/RA, in addition to inputting the data into the JTA system (if applicable). Upon approval by the PM/RA, a copy of the Fax will be forwarded by the PM/RA to Cash Control Unit AND the Financial Management Unit for processing. Refer to [Appendix 5](#) for the Manual JTA Cash Request Form. When benchmarks are not met, cash will be denied. If denied, the user must submit a second request through JTA and/or appropriate PM/RA on the funds originally denied.

## PRINT SUMMARY OF CASH REQUEST PROCEDURES:

The Print Summary of Cash Request (*PSCR*) application allows the user to view and/or print previous cash requests. The *PSCR* screen is useful in that it displays a subrecipient's cash request by subgrant number and fund codes. It also shows the amount of funds ordered to date.

The *PSCR* application is a “VIEW” only screen with print capabilities. The user cannot add, update, or delete any of the information contained within the screen. However, this report is kept in the Report In/Out Handler (*RIOH*), which is a “temporary library” and can be recalled or deleted from the JTA system. The *RIOH* will be explained later in this section.

## PRINTING A SUMMARY REPORT:

You can obtain a summary report of cash requested through the *PSCR* screen by following the steps below:

1. Select “*MFO – Fiscal Oversight*” from the menu using the arrow keys on the keyboard (and press Enter) or by typing the mnemonic “*MFO*”. When using the mnemonic a box will appear at the bottom of the application screen. Press the [Enter] key to accept. This will provide direct access into the *MFO* screen.

|         |                                 |
|---------|---------------------------------|
| JMM     | Main Menu                       |
| 1. MFO  | Fiscal Oversight                |
| 2. MWIA | Workforce Investment Act        |
| 3. EXPD | Enter WIA Expenditures          |
| 4. PXPD | Print WIA Expenditures          |
| 5. PWES | Print Expenditure Report Status |

2. Once in the Fiscal Oversight Menu select “*MCM – Cash Management*” and press the <Enter> key to gain access to the submenu.

|        |                       |
|--------|-----------------------|
| MFO    | Fiscal Oversight      |
| 1. MCM | Cash Management       |
| 2. MER | Expenditure Reporting |

3. Select *PSCR – Print Summary of Cash Request* from the menu using the arrow keys or the mnemonic *PSCR*. Press the <Enter> key to accept.

|         |                                |
|---------|--------------------------------|
| MCM     | Cash Management                |
| 1. ECRI | Enter Cash Request Information |
| 2. EPWD | Enter New Password             |
| 3. PSCR | Print Summary of Cash Request  |

4. A description of the fields for completing the blanks is as follows on the *PSCR* screen:

|   |                                |
|---|--------------------------------|
| PSCR  | Print Summary of Cash Request  |
| Retrieve Existing Report, Enter (Y)es or (N)o |                                |
| Request Date 03/14/2002                       |                                |
| Subgrantee Code ABC                           | Name ALLIANCE OF BIG CONSORTIA |
| Subgrant Number R078910                       | Year of Appropriation 2000     |

- Retrieve Existing Report, Enter (Y)es or (N)o – Enter “Y” for Yes if a specific report has been previously created and saved to the log file, otherwise always enter “N” for No to retrieve the updated summary of cash requested.
- Request Date – Enter the date by mm/dd/yyyy, e.g., 03/14/2002. The *PSCR* is a cumulative report; the system will return a list of all cash requests made up to and including the Request Date. The latest allowable date is the date on which the request is being made; the system will print an error message in the lower left corner of the screen if an attempt is made to enter a later date, e.g., trying to enter 7/15/2004 on 7/13/2004.
- Subgrantee Code – This automatic entry is the three alpha characters assigned to a subrecipient. Tabbing past this field will display the subrecipient’s name to appear in the Name field.
- Subgrant Number – The *PSCR* provides a summary of cash requested by subgrant number. If the subgrant number is known, the subgrant number can be entered manually, or press the <F1> key to view the choice list. To use the choice list, press the arrow key to make your subgrant selection. Then press the <Enter> key to accept. When the subgrant number is selected, the *PSCR* will auto fill the Year of Appropriation field with the proper year. Once your selection is made, the request can be filed. A sample of the *PSCR* screen, after the entries have been completed, can be seen on page 19.



5. File the information by pressing <F5>.
6. Upon pressing <F5>, a “Report Set-up” window will appear. Enter a report description, a number of days to keep the report (0 may be used), and any of the other fields if applicable. A description of the fields are listed below:

| Report Setup             |           |              |                            |
|--------------------------|-----------|--------------|----------------------------|
| Report Description: pscr |           |              | Keep 14 Days               |
| Print: N                 | printOpts | Run Later: N | Start: : Private: N Owner: |

- Report Description – Field is used to name the report. A combination of letters and numbers can be used to name the report, but we recommend keeping the name simple and easy to remember. In the example above, the report is entitled *PSCR*. We recommend not using the same title more than once since repeating the same name can cause confusion when retrieving a report from the *RIOH*.
- Keep – The “keep” field establishes the number of days a subrecipient wants to keep the report in the system. The default is set at 14 days but the number can be changed from 0 to 365.
- Print – At this point in the filing process, you can press the down arrow key to select “Print” and press the <Space Bar> to toggle a “Y” over the “N” to order the report to your office printer. Pressing the <Space Bar> additional times moves the “Y” and “N” back and forth.
- Run Later – This is an option field that allows the user to set a time to automatically run the report. If this option is chosen, arrow to the “Print” field and press the <Space Bar> once to Y. Then arrow over to the “Run Later” field and press the <Space Bar> once to toggle to Y.

NOTE: The system automatically sets a “run-time.” If this time is not long enough or a specific time is needed, enter the exact time in the Run Later field. If the <F1> choice window is opened in the *RIOH* immediately after setting Run Later for a report, please “note” the named report has an “S” next to the date and time of the report. This tells the user the report is in a “sleep” mode and will “wake up” at the time set to run the report. At the time the user has specified, the report will then be printed.

- Private N/Y – This field gives a user the ability to “filter” reports that are confidential and/or sensitive. To use this option, press the <Space Bar> to toggle to “Y” or “N”. It automatically fills with the user’s last name/ID. If someone other than the originator of a “filtered” report logs into the *RIOH*, the filtered report will not appear. Only the person that created the “filtered” report will be able to view it.



7. File the information by pressing the <F5> key. A “processing” message will appear at the bottom of the screen. When processing is complete, the *RIOH* screen will appear at the top. Arrow down to the option of choice (i.e. print, view, etc.) and press <Enter>. A description of the fields are listed below:

| Report I/O Handler       |       |           |      |            |        |                      |              |
|--------------------------|-------|-----------|------|------------|--------|----------------------|--------------|
| Report Description ----- |       |           |      | Status     |        | Catalog Date/Time -- |              |
| pscr                     |       |           |      | 2002-03-14 |        | 14:46:08             |              |
| View                     | Print | printOpts | Copy | Delete     | Export | Zmodem               | Keep 14 Days |

- Report Description – The cursor will blink in this field when the report setup window pops up. Type the name of the report you have created or press the <F1> key to bring up a listing of all the reports. It is a good idea to give the report a name that provides some indication as to what the report contains, since using the same name can cause confusion when retrieving a report from the *RIOH*.
- View – To “view” reports, press the appropriate arrow key. Then press the <Enter> key. The report will appear on the computer screen. To navigate within the screen, the user may need to use various arrow keys to see the entire report. Use the <F3> key to move out of the view mode and back to the *RIOH* screen for further selections or options.
- Print – Using the arrow key enables the user to move directly to the print mode and bypasses the view mode. Once in the print mode, press the <Enter> key. The message “*Report has been sent to the printer*” will appear at the bottom of the screen.
- Printopts – If your computer has more than one printer to choose from, you can arrow over to the printopts to see which printer is currently selected. Press the <Enter> key and a pop-up window will appear identifying the printer by name. To view the entire printer selections available, press the <F1> key. To back out of the entire selection of printers, press the <F3> key. If you wish to select another printer, arrow to the printer desired and press the <Enter> key to make the selection.
- Copy – The copy option allows the user to duplicate a report to the *RIOH*. To choose this option, arrow to the copy field and press the <Enter> key. A new setup report screen will appear at the bottom of the screen. At this time, name the “copied” report. It is recommended the name of the copied report be different than the original so the *RIOH* will not have two reports with identical names.

- Delete – The system has a regular report clean-up function that occurs nightly. The reports in the *RIOH* are deleted based upon the number of days assigned to “Keep” the report. However, the user can delete a report simply by bringing up the designated report, under report description in *RIOH*, moving the arrow to Delete, and pressing the <Enter> key. The message “Do you really want to delete this report? N” will appear. (The system automatically defaults to “N” as a measure to safeguard against accidental deletes. Press <F3> to return if you do not want to delete the report.) If you do want to delete, then type “Y” for yes and the report will be deleted from *RIOH*. There is no way to retrieve a deleted report, so use this function cautiously.
- Export and ZModem – These last two options provide the user with the ability to export a report to a spreadsheet and send as a report via modem to another computer. These functions require more extensive knowledge and are beyond the scope of this manual. If you wish to pursue this option, refer to the JTA Help Desk Manual.

### SAMPLE SUMMARY OF CASH REQUEST SCREEN:

Below is an example of a *PSCR* report. This report was requested on 06/14/02 and shows the request/entry dates, delivery dates, and the total amounts of cash requested by fund sources. This is not the entire screen, you must use the <Tab> key to move to the appropriate screen field to view the other funds in the subgrant.

| PSCR  |               | SUMMARY OF CASH REQUEST |               |                            |
|---|---------------|-------------------------|---------------|----------------------------|
| Lee Smith   |               |                         |               |                            |
| As of Request Date 06/14/2002    Name Alliance of Big Consortia |               |                         |               |                            |
| Subrecipient Code ABC   |               | Subgrant No. R078910    |               | Year of Appropriation 2001 |
| Entry Date  | Delivery Date | Total                   | 201 WIA ADULT | 301 WIA YOUTH              |
| 11/20/2001  | 11/26/2001    | \$126,186.00            | \$40,462.00   | \$29,175.00                |
| 01/12/2002  | 01/14/2002    | \$131,123.00            | \$20,191.00   | \$16,131.00                |
| 03/23/2002  | 03/27/2002    | \$155,156.00            | \$15,145.00   | \$17,516.00                |
| 05/09/2002  | 05/14/2002    | \$932,163.00            | \$167,859.00  | \$448,140.00               |
| Page Total  |               | \$1,344,628.00          | \$243,657.00  | \$510,962.00               |
| Total   |               | \$1,344,628.00          | \$243,657.00  | \$510,962.00               |

**JOB TRAINING AUTOMATION (JTA)  
HELP DESK INFORMATION****Hours of Operation:****JTA HELP DESK  
(916) 653-0202****Monday – Friday  
9 a.m. to 12 Noon****Monday – Thursday ONLY  
1 p.m. to 4 p.m.****CASH HELP DESK  
(916) 654-7868****Monday – Friday  
7 a.m. to 4:30 p.m.**

**NOTE:** Voice mail messages can be left at any time, 24 hours a day, 365 days a year. If the phone line is busy, our incoming line automatically “rolls over” to voice mail. Please leave a detailed message and your call will be returned as soon as possible. Please include the following information in your message:

1. User's Name
2. LWIA/Subgrantee Name
3. Phone Number
4. Program or Function You Were Working On
5. What You Were Doing at the Time
6. Nature of the Problem



Please **NOTE** the different divisions to contact with different problems/questions:

**Cash Help Desk (Fiscal Programs Division):**

- Password (ECRI) not recognized or needs to be changed
- Problems with entering data in ECRI or PSCR
- Entry errors that cannot be undone
- Cash Help Desk DOES NOT assist with expenditure reporting, please refer to the Financial Management Unit at (916) 651-6782.

**JTA Help Desk (Workforce Investment Division):**

- Inability to access JTA
- Hardware, software or printer-related problems
- JTA Help Desk DOES NOT assist with expenditure reporting, please refer to the Financial Management Unit at (916) 657-3545.

**JOB TRAINING AUTOMATION SYSTEM  
INFORMATION REQUEST FORM**

To: Cash Control Unit  
Fiscal Programs Division, MIC 70  
Employment Development Department  
P.O. Box 826217  
Sacramento, CA 94230-6217

Facsimile: (916) 654-7537  
Telephone: (916) 654-7868

From: Subgrantee Code (3-letters): \_\_\_\_\_

Subgrant Recipient (Entity Name): \_\_\_\_\_

☐ WIA ☐ Wagner-Peyser ☐ Other \_\_\_\_\_  
(Only check one box. A separate form must be completed for each Program.)

1. Name of Person Responsible for Cash Request Security Password:

\_\_\_\_\_  
(Print Name) (Signature)

2. Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_

3. Person(s) authorized to access both the **Cash** screen and the **Financial/Expenditure** screen: (If additional space is required, please attach a separate sheet)

| Name: | Signature: | Telephone Number |
|-------|------------|------------------|
| _____ | _____      | _____            |

|       |            |                  |
|-------|------------|------------------|
| Name: | Signature: | Telephone Number |
| _____ | _____      | _____            |

4. Person(s) authorized to access the **Cash** screens **ONLY**:  
(If additional space is required, please attach a separate sheet)

| Name: | Signature: | Telephone Number |
|-------|------------|------------------|
| _____ | _____      | _____            |

|       |            |                  |
|-------|------------|------------------|
| Name: | Signature: | Telephone Number |
| _____ | _____      | _____            |

5. Person(s) authorized to access the **Financial/Expenditure** screens **ONLY**:  
(If additional space is required, please attach a separate sheet)

|       |            |                  |
|-------|------------|------------------|
| Name: | Signature: | Telephone Number |
| _____ | _____      | _____            |
| Name: | Signature: | Telephone Number |
| _____ | _____      | _____            |

6. The personnel contact who can answer questions regarding the cash requests:  
(If additional space is required, please attach a separate sheet)

|            |                  |
|------------|------------------|
| Print Name | Telephone Number |
| _____      | _____            |
| Print Name | Telephone Number |
| _____      | _____            |

7. ☐ Please check this box if there are no banking changes at this time. If there are ANY bank changes, please refer to [Appendix 3](#), the JTA Banking Institution Information Form.

Signature of Authorized Representative: \_\_\_\_\_

Print First and Last Name: \_\_\_\_\_

Date: \_\_\_\_\_

[Form in MS Word](#)

**JOB TRAINING AUTOMATION SYSTEM  
BANKING INSTITUTION INFORMATION FORM**

**\*\* HIGHLY CONFIDENTIAL \*\***

To: Cash Control Unit  
Fiscal Programs Division, MIC 70  
Employment Development Department  
P.O. Box 826217  
Sacramento, CA 94230-6217

Facsimile: (916) 654-7537  
Telephone: (916) 654-7868

***Regional Advisors, Project Managers and anyone NOT in the Employment Development Department/Fiscal Programs Division, MUST NOT have access nor retain a copy of this form. Each Subgrantee must mail directly to the Cash Control Unit.***

From: Subgrantee Code (3-letters):

Subgrant Recipient (Entity Name):

☐ WIA                      ☐ Wagner-Peyser                      ☐ Other \_\_\_\_\_  
(Only check one box. A separate form must be completed for each Program.)

1. Name of Person Responsible for Cash Request Security Password:

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

2. Mailing Address:

---

3. Please indicate the method of funding that you prefer to use by checking one of the below:

- a. ☐ Inter-Branch Deposits (Bank of America [BofA] accounts ONLY) (refer to # 4)  
b. ☐ Wire Transfer (Any banking institution other than BofA) (refer to # 4)  
c. ☐ U.S. Mail Delivery (refer to # 5)  
d. ☐ Direct Pickup at 722 Capitol Mall, Sacramento, CA, Room 6099 (refer to # 6)

4. For inter-branch deposits or electronic wire transfers (refer to #'s "1a" and "1b"), complete this section. Please deposit all funds related to the above subgrantee into the following bank account:

|                     |       |                 |       |
|---------------------|-------|-----------------|-------|
| Bank Name:          | _____ | Bank Telephone: | _____ |
| Address:            | _____ |                 |       |
| Bank Account Name:  | _____ |                 |       |
| Branch Number:      | _____ | Account Number: | _____ |
| ABA Routing Number: | _____ |                 |       |

5. For U.S. Mail Delivery of State warrants (refer to # "1c"), complete this section only if the address is different than that provided in the mailing address section.

Please send all related warrants to the above subgrantee to the following address:

\_\_\_\_\_  
\_\_\_\_\_

6. For direct pick-up of State warrants (refer to # "1d"), complete this section.

Please release all funds related to the above subgrantee to the following person and/or alternate. (If additional space is required, please attach a separate sheet)

|       |            |                  |
|-------|------------|------------------|
| Name: | Signature: | Telephone Number |
| _____ | _____      | _____            |
| Name: | Signature: | Telephone Number |
| _____ | _____      | _____            |

Signature of Authorized Representative: \_\_\_\_\_

Print First and Last Name: \_\_\_\_\_

Date: \_\_\_\_\_

[Form in MS Word](#)

**INSTRUCTIONS FOR THE MANUAL CASH REQUEST FORM**

1. Submit a separate form for each subgrant.
2. Program Title: Enter appropriate program title. (Example WIA)
3. Grant Code: Use the appropriate grant code; (Refer to your subgrant contract/agreement for the grant code list).
4. Beginning Cash Requested: Enter the amount of cash requested prior to today, whether it has been received or not.
5. Total Cash Disbursed: Enter the amount of cash disbursed to date; include checks, wires and cash issued.

NOTE: Cash disbursements must be updated for all grant codes in any open subgrants (even if cash is not being ordered). If this information is not updated, the JTA system may detect excess cash\* amounts.

6. Today's Cash Request: Enter the amount of cash currently being requested. Include any cash needed for expenditures to occur within the next three working days.
7. Fax the manual cash request form to Fiscal Programs Division prior to the daily 1:30 p.m. deadline (unless benchmarks are to be met; than fax the cash request form to the PM/RA for approval first). All faxes must be processed in the AM hours so that ALL approvals may be obtained by 1:30 p.m. This will allow time to contact the appropriate staff if a problem is detected.

Excess Cash\*: As defined by the Department of Labor (DOL) and supported by the State; excess cash is ANY amount which has NOT been shown as disbursed within three or four working days. Cash requests may be denied when excess cash is reflected in the cash reports on a continual basis. If denied, the user must submit a second request through JTA on the funds originally denied.



**MANUAL JOB TRAINING AUTOMATION  
CASH REQUEST FORM**

To: Cash Control Unit  
Fiscal Programs Division, MIC 70  
Employment Development Department  
P.O. Box 826880  
Sacramento, CA 94280-0001

Facsimile: (916) 654-7537  
Telephone: (916) 654-7868

| SUBGRANT RECIPIENT: |            |                          |                      |                      |
|---------------------|------------|--------------------------|----------------------|----------------------|
| SUBGRANT NUMBER:    |            |                          |                      |                      |
| DATE OF REQUEST:    |            |                          |                      |                      |
| Program Title       | Grant Code | Beginning Cash Requested | Total Cash Disbursed | Today's Cash Request |
|                     |            |                          |                      |                      |
|                     |            |                          |                      |                      |
|                     |            |                          |                      |                      |
|                     |            |                          |                      |                      |
| <b>TOTAL</b>        |            |                          |                      |                      |

In accordance with the fiscal provisions outlined in the subgrant agreement, this request for cash is provided for the amounts indicated above. We understand the funds will be available or deposited into our account on or about \_\_\_\_\_.

We understand that all information on this form must be complete and that the EDD Fiscal Programs Division must receive it by 1:30 p.m., with all necessary approvals, to guarantee same day processing.

I hereby certify that I am a duly appointed representative of the above named subgrant recipient and that, to the best of my knowledge, the above request represents our best estimate, is in accordance with the current budget provisions, and does not violate the State's policy of not maintaining more cash than is necessary to meet our immediate needs at anytime.

**Authorized Subrecipient Representative:**

\_\_\_\_\_  
(PRINT First and Last Name)      (Signature)      (Date)

**Project Manager/Regional Advisor's Approval:**

\_\_\_\_\_  
(PRINT First and Last Name)      (Signature)      (Date)

[Form in MS Word](#)

**JTA FUNCTION KEY CHART**

| Function Key | Quick Reference | Function of Key  |
|--------------|-----------------|--|
| <F1>         | Help            | Calls a scrolling window with a choice list showing help for the field in which the cursor is placed. For example, with the cursor on the ethnicity field, <F1> will show all valid ethnicity codes.   |
| <F2>         | Clear           | Clears all fields of the current screen. This is not a delete option; it does not erase data that have been submitted. A message will appear: "Are you sure you want to clear? (Y/N)". "Y" is the default – press <Enter> to clear the fields. Type "N" to return to the screen. |
| <F3>         | Exit            | Exits from the current screen to the previous screen. May not be used if entry has been made on the screen without filing the data or if changes have been entered but are not filed. To exit without saving changes, use <F2> to clear, then <F3> to exit the screen.           |
| <F4>         | Go To           | Used to move cursor from present field to another field within a form. Press <F4> and enter field number or text to match.   |
| <F5>         | File            | Writes the record to the database, assuming all edits and other constraints have been met. On option screens, the <F5> key is the accept key, by which you indicate that you have finished with your selection and that the program should begin it's search.                    |
| <F6>         | Delete          | Deletes a record from the database, assuming no data constraints exist.  |
| <F7>         | Previous Screen | In a multiple screen process, returns to the previous screen.  |
| <F8>         | Next Screen     | In a multiple screen process, moves cursor to the next screen.   |
| <F9>         | Next            | Moves cursor up to the upper left corner of the screen and prompts for keyword of the next process user wishes to call. With this function, users may move to various processes without using the menus.   |

|                      |                            |  |
|----------------------|----------------------------|--|
| <F10>                | Function Key Menu          | Displays a window of function keys and allows user to scroll through and select the desired function. Using <b>&lt;F10&gt;</b> again closes the window.                          |
| <F11> or SHIFT <F1>  | Previous Logical Process   | Calls the program defined in the menu setup as the most logical previous process, after meeting any filing requirements on the current screen.                                   |
| <F12> or SHIFT <F2>  | Next Logical Process       | Calls the program defined in the menu setup as the logical next process, after meeting any filing requirements on the current screen.  |
| <F13> or SHIFT <F3>  | Exit to Main               | Exits directly to the Main Menu, after meeting any filing requirements.  |
| <F14> or SHIFT <F4>  | Conditional Operators Help | Displays a help window for conditional operators, i.e. "<", ">", "%". Only available on print report screens where choices can be made regarding grant codes, agency codes, etc. |
| <F15> or SHIFT <F5>  | Redraw Screen              | Redraws the screen, including any information that was entered on the screen.  |
| <F16> or SHIFT <F6>  | Switch                     | Used to bring up a screen within a programming screen. Used mainly for subgrant management on stateside.   |
| <F17> or SHIFT <F7>  | Client History             | When used on an entry screen, displays client history for the client whose data is on the screen.  |
| <F18> or SHIFT <F8>  | Clear Field                | Clears field from which the function was called, and in some cases, the related fields. Sometimes it is used as a line clear.  |
| <F19> or SHIFT <F9>  | Restore                    | Restores and displays original data to all fields after data are changed but not filed.  |
| <F20> or SHIFT <F10> | Print Screen               | Prints the terminal/monitor screen display.  |

The **<F5>** key, or **<File>** key, enters data into the database. Whatever is typed onto the JTA screen is not submitted to the system until the **<F5>** key is selected. Always look for the Record Added/Updated message in the lower left corner of the screen to ensure the data has been filed.

**STATE HOLIDAYS**

New Year's Day (Jan. 1), Martin Luther King, Jr. Day, Lincoln's birthday (Feb. 12), Presidents' Day, Cesar Chavez Day (Mar. 31), Memorial Day, Independence Day (Jul. 4), Labor Day, Columbus Day, Veterans' Day (Nov. 11), Thanksgiving Day, the day after Thanksgiving, and Christmas Day (Dec. 25).

Most holidays are observed the day on which they fall, however, if any of these days other than Veterans' Day falls on a Saturday, State offices are generally closed. When Veterans' Day falls on a Saturday, offices are closed on Friday, the day before. If any of these dates fall on a Sunday, offices are closed the Monday following the holiday.

See chart below; dates that may vary from national practice are **highlighted**.

|                             | 2004                       | 2005                       | 2006                       | 2007                       | 2008                        |
|-----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|-----------------------------|
| New Year's Day              | Thursday, January 1        | No State Holiday           | Monday, January 2          | Monday, January 1          | Tuesday, January 1          |
| Martin Luther King, Jr. Day | Monday, January 19         | Monday, January 17         | Monday, January 16         | Monday, January 15         | Monday, January 21          |
| Lincoln's Birthday*         | Thursday, February 12      | No State Holiday           | <b>Monday, February 13</b> | <b>Monday, February 12</b> | <b>Tuesday, February 12</b> |
| President's Day             | Monday, February 16        | Monday, February 21        | Monday, February 20        | Monday, February 19        | Monday, February 18         |
| Cesar Chavez Day*           | <b>Wednesday, March 31</b> | <b>Thursday, March 31</b>  | <b>Friday, March 31</b>    | No State Holiday           | <b>Monday, March 31</b>     |
| Memorial Day                | Monday, May 31             | Monday, May 30             | Monday, May 29             | Monday, May 28             | Monday, May 26              |
| Independence Day            | <b>Monday, July 5</b>      | Monday, July 4             | Tuesday, July 4            | Wednesday, July 4          | Friday, July 4              |
| Labor Day                   | Monday, September 6        | Monday, September 5        | Monday, September 4        | Monday, September 3        | Monday, September 1         |
| Columbus Day                | Monday, October 11         | Monday, October 10         | Monday, October 9          | Monday, October 8          | Monday, October 13          |
| Veterans' Day               | Thursday, November 11      | Friday, November 11        | <b>Friday, November 10</b> | <b>Monday, November 12</b> | Tuesday, November 11        |
| Thanksgiving Day            | Thursday, November 25      | Thursday, November 24      | Thursday, November 23      | Thursday, November 22      | Thursday, November 27       |
| Day after Thanksgiving*     | <b>Friday, November 26</b> | <b>Friday, November 25</b> | <b>Friday, November 24</b> | <b>Friday, November 23</b> | Friday, November 28         |
| Christmas Day               | <b>No State Holiday</b>    | <b>Monday, December 26</b> | Monday, December 25        | Tuesday, December 25       | Thursday, December 25       |

\*Not Federal or Banking Holiday

**ACRONYMS**

|       |   |
|-------|---|
| DOL   | Department of Labor                                     |
| ECRI  | Enter Cash Request Information                          |
| EPWD  | Enter New Password Screen                               |
| FMU   | Financial Management Unit                               |
| FPD   | Fiscal Program Division                                 |
| HHSDC | California Health and Human Services Agency Data Center |
| IRF   | Information Request Form                                |
| JTA   | Job Training Automation                                 |
| LWIA  | Local Workforce Investment Area                         |
| MCM   | Cash Management   |
| MFO   | Fiscal Oversight  |
| MIS   | Management Information System                           |
| PM    | Project Manager   |
| PSCR  | Print Summary of Cash Request                           |
| RA    | Regional Advisor  |
| RIOH  | Report In/Out Handler                                   |
| WIA   | Workforce Investment Act                                |
| WID   | Workforce Investment Division                           |
| YOA   | Year of Appropriation                                   |